

Utah State Office of Education

Frequently Asked Questions (FAQs) regarding the Utah Library Media Endorsement

1. Q. What are the requirements for the Library Media K-12 Endorsement?
A. The requirements are listed in detail on the applications, which are found at <http://www.schools.utah.gov/cert/Endorsements/endlibrary.htm>. To help ensure that the knowledge of applicants is as current as possible, these requirements/courses must meet the following criteria:
 1. Courses are to be a minimum of three semester hours.
 2. Courses are to be upper division or graduate level.
 3. Courses are to be taken within five years of the date of this application.
 4. University courses are reviewed and approved by agreement with USOE.
 5. Professional Development courses must be pre-approved by USOE and entered in CACTUS.
2. Q. Has the state provided alternative ways to earn the Library Media K-12 Endorsements?
A. Yes. There are three ways to earn the Library Media K-12 Endorsement.
 1. Successful completion of university or other approved professional development courses matching the requirements (see Page 2 on the application). This is by far the most common.
 2. Have a Masters degree in Library Science **or** Instructional Technology, with an emphasis on Library Media, from an approved institution of higher education. *
 3. An applicant may also apply for the endorsements based on “demonstrated competency” (see Page 3 on the application). In this case an applicant must pass the Educational Testing Services (ETS) Praxis II: Subject Assessment Test #0310 at the national median **plus** complete a library media practicum in an accredited school **and** demonstrate knowledge of children’s **or** adolescent/young adult literature.
3. Q. Is there an Elementary AND a Secondary Library Media Endorsement?
A. No. The Library Media Endorsement is K-12. The endorsement may be attached to licenses with Elementary, Secondary, or K-12 Special Education areas of concentration.
4. Q. Can a teacher with a secondary area of concentration license and Library Media K-12 Endorsement be employed as a librarian in an elementary school?
A. Yes. The Library Media Endorsement is K-12.
5. Q. Can a teacher with an elementary area of concentration license and a Library Media K-12 Endorsement be employed in a school with grades 9-12?
A. Yes. The Library Media Endorsement is K-12.
6. Q. Can a teacher with a Library Media K-12 Endorsement, but whose only license is the K-12 Special Education area of concentration be employed as a school librarian?
A. Yes

7. Q. Does having a Library Media Endorsement from another state automatically give me one in Utah?
- A. No. All persons applying for Library Media K-12 Endorsements must meet the requirements of the Utah Library Media K-12 Endorsements. Having some kind of Library Media Endorsement or specialty in another state does not automatically grant you a Library Media K-12 Endorsement in Utah. The application will be reviewed to determine whether the Utah requirements have been satisfied.
8. Q. What do I do if the course name on my transcript is a generic title (e.g. "Library Media Programs for Schools"), but is, in fact, one of the courses required for the Endorsement (e.g. Foundations of Library Media Programs, Collection Development, etc.)?
- A. For various reasons, usually in the case of extension-type courses, sometimes universities list courses on the transcript with these generic titles. This leaves USOE unable to determine if the requirement has been met by simply examining the transcript. If the course was offered by a university in Utah, the applicant should submit a letter from the university department, on letterhead, indicating the actual course title and content.
9. Q. I am applying for a Library Media K-12 Endorsement from out-of-state. Titles of the courses I have taken do not match those described in the application, but I think I've covered the same content. How do I proceed with the application?
- A. If you plan to use courses taken at universities outside of Utah to satisfy the requirements, often the course titles do not match those described in the application. If this is the case, you must submit copies of course syllabi, etc. to verify the course content of those courses. Occasionally the course description from the university catalog is helpful.
10. Q. How are out-of-state applications for Library Media K-12 Endorsements evaluated?
- A. The same criteria are applied to out-of-state applications as in-state applications--- three credit-hour courses, upper division or graduate level courses, etc. (see the applications posted on the web). Transcripts are evaluated to verify that these requirements are met. If the courses are not an obvious match to the requirements, the applicant will be asked to submit syllabi demonstrating that the course in question covered the content of the specific requirement.
11. Q. I contacted USOE with a question about a particular requirement, and we made an agreement as a result of that conversation. When submitting my application, how do I communicate to USOE any prior agreements?
- A. Given the passage of time (often these go back years) and the change in USOE staff, it is the responsibility of the applicant to submit documentation of anything out of the ordinary about the application. If, for example, you have contacted USOE regarding your endorsement, and believe there are any special circumstances, you must attach to your application a copy of the email or letter from USOE that outlines and approves those circumstances. USOE may answer general questions upon inquiry, but any binding agreements will be placed in an e-mail or a letter to the applicant and should be attached to the applicant's endorsement application.

12. Q. Does passing the PRAXISII: Subject Assessment Test #0310 (Library Media) satisfy the requirements for the Library Media K-12 Endorsement?
- A. No. The PRAXISII: Subject Assessment Test #0310 focuses on the general knowledge regarding Library Media programs. In addition to passing the PRAXISII: Subject Assessment Test #0310 (Library Media) an applicant must show evidence of experience or coursework in Children's or Adolescent/Young Adult literature and complete a Library Media practicum in an accredited school.
13. Q. I am currently employed in a school library but do not have a library media endorsement how can I complete the requirements working full-time?
- A. Both universities in Utah that offer Library Media K-12 Endorsement programs have designed their programs for working educators with courses scheduled through distance learning, online, or summer classes. Most coursework offered outside an endorsement program is also available through independent study or online.
14. Q. How can I complete the practicum while working as a school librarian?
- A. A practicum has been designed for this circumstance. The USOE specialist will work with the applicant and their district/school to meet the requirements of the practicum while working.
14. Q. I took a Children's Literature class during my undergraduate work ten years ago. Do I have to take another one for the endorsement?
- A. Yes. The field of children's and adolescent/young adult literature changes so rapidly that current coursework and/or extensive experience (e.g., a recent English teacher) are required for the Library Media K-12 Endorsement.